Matheson Memorial Library
Community Center
Facilities Policy and Agreement

The applicant agrees to each of the conditions, statements, and representations in this document.

1. Groups, organizations, and individuals using library facilities shall comply with the laws of the United States, State of Wisconsin, County of Walworth, and City of Elkhorn. The library is a public facility and is open to the general public during normal operating hours. Authorized personnel of the Library, City of Elkhorn, the Wisconsin State Police or the Walworth County Sheriff may revoke any application previously granted if it is determined by such person that the application contained any misrepresentation or false statement, or that any condition set forth in the rules, regulations or policies is not being complied with, or that the safety of the patrons or visitors to the facility is endangered by the continuation of such activity. If revoked, the rental and deposit fees will not be refunded.
2. When not in use for library business, the room may be reserved for the following approved purposes: for holding social, civic and recreational meetings and entertainments that are open to the public; for meetings of community organizations or clubs; for wedding receptions, birthday, anniversary or other private events.
3. At no time may the Community Center or kitchen be reserved by groups whose principal purpose or activity is commercial sales. Commercial entities are prohibited from mentioning the library in promotional material, or displaying advertisements in the lobby.
4. **TIMES.** The Community Center is available from 8:00 am to 11:00 pm daily, Monday through Sunday. The room is available at the hours approved on this form. Reservations are taken up to six months in advance of the current date. You may not decorate, store items, or utilize the facility outside the approved time. Any event that starts earlier or runs later than the approved time will be assessed the hourly fee in full-hour increments. A two-hour gap will be maintained between all rental events. The Community Center will not be available during City-wide events or festivals (Oktoberfest, Truck & Shuck, etc.) and Library-observed holidays. No reservation will be made if the event date is less than two days from the day the reservation is requested.
5. **LIABILITY.** The applicant agrees to assume liability for any damage done to any library property as a result of their gathering. In addition, all renters must sign a liability waiver sheet.
6. **INSURANCE REQUIREMENT.** If your group will be selling concessions to the public you are required to present a certificate of Insurance in the amount of $300,000 bodily injury and $100,000 property damage; or $300,000 single limit for bodily injury and property damage combined for liability requirements. Whenever possible, the City of Elkhorn (311 Seymour Ct. Elkhorn WI 53121) should be named as an added insured. The Certificate of Insurance is due in the City Clerk's office **ten days prior** to your event.
7. **CATERING.** If an event is catered, the caterer must also supply the City with a certificate of insurance with a minimum amount of $1,000,000 liability, naming the City of Elkhorn (311 Seymour Ct. Elkhorn WI 53121) additional insured. Proof of insurance is due in the City Clerk's office ten days prior to the event.
8. **ALCOHOLIC BEVERAGES**. If you are serving alcohol, at a private party or event, free of charge, you must include the $50 alcohol permit fee with this application. If you are a Bonafide club and will be providing *alcoholic beverages to the public*, whether free or by charging for it, you will be required to apply for and obtain a "Temporary Class B (picnic) Beer and Wine License" from the City Clerk's office and obtain the proper Certificate of Insurance (see #6 above). You will need to apply for the temporary license a minimum of **four weeks prior** to your event.
9. **SECURITY DEPOSIT.** For one-time events, a $200 security deposit is required in cash only. Deposits will be refunded on the next day, or on the Monday after the event if the building is left in the condition in which it was found, and if the applicant has complied with all the terms and conditions of the agreement. Reasons for withholding the security deposit include:
    - Failure to clean the room after the event
    - Leaving materials (coolers, drinks, signs, etc.) in the room after the event
    - Failure to ensure all doors are locked
    - Leaving garbage and empty bottles in the room, the parking lot, library grounds, or adjoining properties.
    - Not picking up room keys prior to event

    For events that are serving alcohol, a $250 security deposit is required in cash only.
10. **SMOKING.** There shall be no smoking on the premises.
11. **CLEAN UP.** The applicant is responsible for set-up, clean up, and take down of the room. Set-up, clean up time and take-down is considered part of the rental period for which a fee must be paid. Applicants are permitted to leave up to five tables in the room, with all other tables being stacked in the storage room. Chairs must be stacked and placed against the walls of the room. The room must be cleaned and the garbage must be disposed of in the library dumpster. Please bring your own cleaning supplies. Applicants will be held responsible for any bottles or other trash found on the library grounds or parking lot, and will be held liable if any residents complain of garbage found on their lawns. Any cleaning performed by library

staff as a result of your event will be assessed a $50 per hour fee, and will be assessed in full-hour increments.

12. **INCLEMENT WEATHER.** If your event is cancelled due to an emergency situation or inclement weather or if library personnel need to close the building, rental fees will be returned or you may reapply for another date, depending on availability, by contacting the library on the business day following your event for no additional charge.
13. **FEES & RESERVATIONS**. Community Center reservations must be made with either the Circulation Supervisor or Director. Date availability can be checked by library staff, but all other questions must be referred to the Circulation Supervisor or Director. A $100 per hour fee is charged for all Community Center rentals. All fees are due in advance and are non-refundable. There is a $35 service charge for all returned checks. Renters paying in cash must be able to give exact change for the full cost of the rental. Applications must be made in-person by filling out a Community Center application/rental agreement. The applicant must be the primary contact and payee. Library staff cannot be held responsible for lost or missing items left after a rental. Reservations are made for full hours only, not half-hours. Reservations cannot be altered or revised after payment.
14. **KEYS.** The applicant must pick up keys during library hours, or by 6:00 pm Friday at the latest for weekend events, and must return keys the next day, or the Monday immediately following the date of use. If keys are not picked up by the applicant by the date of the event, they may contact the Elkhorn Police Department for building entry, but in this event the security deposit will be withheld by the library. When keys are returned to the library, security deposits will be returned to the renter, provided this policy has been followed in regards to cleaning and room condition.